



New Feature Alert:



Enhanced User Password Security



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New Password Requirements



- Must be different from the user's email address
- Must be different than the previous and existing password
- Minimum of 8 characters
- Must include letters (upper & lower case) and numbers
- Must include a special character that is not a letter or number (i.e. !#\$%()*@^|)
- Users will receive an email notification that their password was reset

New Lockout functionality



Users can be locked out in two ways:

10 consecutive unsuccessful attempts to login



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Manual account locking by someone with appropriate security



Unlock Procedures



Unlocking Locked Accounts

Controlled from the Employee Management Screen

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Lock or Unlock button changes based on current status of user account

Unlock Procedures



Unlocking Locked Accounts

Controlled from the Employee Management Screen

Lock or **Unlock** button changes based on current status of user account

Any user with **Edit** rights to the Personal Information tab on the Employee Management screen can lock/unlock employees

Where is that at?



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Action Due Dates	Evaluations	Substitute Assignments	Service History	Payroll	Benefits/Deductions		
Personal Information	Notes	Job Assignments	Compensation Details	Credentials	MCLB	Professional Growth	Emergency Contacts
MAILING ADDRESS		ADDRESS 2	CITY	STATE	ZIP	<input type="checkbox"/> Is Private	
743 Hull Ave.			Santa Cruz	CA	95060		
HOME ADDRESS		ADDRESS 2	CITY	STATE	ZIP	<input checked="" type="checkbox"/> Is same as Mailing	
743 Hull Ave.			Santa Cruz	CA	95060		
	Phone Number	Extension	Primary	Private	Type	Comments	
<input checked="" type="checkbox"/>	(555) 999-1212		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Home		
<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			
DISTRICT EMAIL		PERSONAL EMAIL		Lock			
kelsey@DS.net							

Password Expiration



Login.. ✕

Username:

Password:

Remember Me

[Register/Reset Password](#) (Uncheck on shared computers)

Password Expiration



Login.. ✕

Username:

Password:

Remember Me

[Register/Reset Password](#) (Uncheck on shared computers)

Enhanced User Security



Released into Production on Release 2122
on December 21, 2018